

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



DATE: September 24, 2003

TO: INTERESTED PARTIES

FROM: SUSAN NISENBAUM, Chief
Office of Child Abuse Prevention

SUBJECT: EVIDENCE BASED PRACTICE CLEARINGHOUSE

As part of the CWS Redesign, California Department of Social Services is pleased to announce the availability of funds for the development, design and implementation of an Evidence Based Practice and Research Clearinghouse for Child Welfare Practices. This competitive Request for Proposal (RFP) is in the amount of \$425,000, total of thirty-six (36) months (January 1, 2004 thru December 31, 2006).

One grant will be awarded to one applicant through a competitive process, which will include but is not limited to a description of proposed activities, scope of work and budget.

Proposals/Responses must be received at the Department of Social Services no later than 4:00 p.m. on Friday, November 7, 2003.

Questions related to the RFP should be sent in writing to Gartia Bansah, Program Consultant, at 744 P. Street, MS 19-82, Sacramento, CA, 95814; by Fax to (916)323-8103; or, email to gartia.bansah@dss.ca.gov. All questions must be received no later than October 10, 2003. Questions received after October 10, 2003 will not receive a response.

Responses to all questions will be sent to bidders who have submitted questions and posted on the CDSS website under "Quick Links". This RFP may be downloaded from the CDSS website: www.dss.cahwnet.gov. Go to "Quick Links", click on Clearinghouse (RFP 03-02).

Attachment

**CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
OFFICE OF CHILD ABUSE PREVENTION**

REQUEST FOR PROPOSALS 03-02

Child Welfare Services
Evidence based Practice Clearinghouse

September 24, 2003

<p style="text-align: center;">California Department of Social Services REQUEST FOR PROPOSALS: 03-02 Child Welfare Services Evidence based Practice Clearinghouse</p>
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RFP TIMELINE



RFP 03-02 mailed to prospective bidders and posted on Internet	September 24, 2003
Receipt of Questions	October 10, 2003
Receipt of Proposals	November 7, 4:00 PM
Proposal review completed	November 21, 2003
Posting of contingent award	November 24, 2003
Receipt of "Letter of Protest"	December 3, 2003
Receipt of detailed Protest of Awards	December 10, 2003
Review of protest and determination of standing	December 17, 2003*
Notification of proposed award and denials	December 17, 2003*
Start of project	January 1, 2004*

* If no protest resolution process is required.

**California Department of Social Services
Request for Proposal 03-02**

Child Welfare Services Evidence based Practice Clearinghouse

II. GENERAL OVERVIEW

A. California Department of Social Services, Office of Child Abuse Prevention

The Office of Child Abuse Prevention (OCAP) was established by the California legislature in 1977 within the California Department of Social Services (CDSS), Children and Family Services Division, to help prevent occurrences of child abuse and maltreatment. The impetus came from the federal Department of Health and Human Services, which administered the Child Abuse Prevention and Treatment Act (CAPTA) with grants to each State. OCAP was designated as the State level organization in California to develop and administer an annual plan to disburse funds from federal, State, local, and other sources.

OCAP's mission is to help California families and communities protect children and promote family well-being by promoting and integrating best practices, policies and research in child abuse prevention, intervention and treatment. OCAP implements and oversees various programs to achieve the following goals: 1) develop and sustain public-private partnerships; 2) research, test, evaluate and replicate innovative program strategies that promote child and family well-being; 3) provide training and technical assistance to enhance quality family support services and disseminate promising practices; and 4) public awareness of child abuse prevention through education and outreach.

In keeping with the Office of Child Abuse Prevention's history, mission and goals, OCAP has been actively involved with the California Child Welfare Services (CWS) Redesign effort throughout the last three years. This Request for Proposals for the Evidence based Clearinghouse is one of several initiatives that OCAP will undertake in support of the statewide reform activities over the next decade.

B. Child Welfare Services Redesign

The mission of the California Department of Social Services (CDSS) is:

To serve, aid, and protect needy and vulnerable children and adults in ways that strengthen and preserve families, encourage personal responsibility, and foster independence.

In 2000 the California State Legislature passed AB1740, establishing the Child Welfare Services Stakeholders Group and charging it with reviewing existing Child Welfare Services (CWS) and making recommendations for improvement. In response, Governor Gray Davis asked Rita Saenz, Director of the California Department of Social

Services, to appoint a group of stakeholders to examine the current child welfare services system and make recommendations on how to improve it.

Director Saenz invited a culturally diverse group of key child welfare stakeholders, representing a wide variety of interested parties, to participate in the redesign process. The Stakeholders Group convened from August 2000 and through June 2003 to examine California's CWS programs, processes and outcomes. The Stakeholders determined desired direction and goals, and recommended necessary changes to achieve those goals.

During the first year, the group defined its vision, mission, values, key assumptions, and major system areas that would guide their efforts to redesign the Child Welfare Services system. In the second year, the Stakeholders worked to create a conceptual framework for the Redesign; and, in the third and final year, the Stakeholders moved from strategies and recommendations to implementation plans.

The Stakeholders Group identified major shifts in assumptions from the old system to the new that underpin the Redesign philosophy. These shifts in thinking include:

The Current System	The Redesigned System
...Is based on intervention, which is generally punitive and blames the parents; this approach may hold unintended negative consequences for child and family well being.	...Balances parental accountability, individualized assessment of need and engagement of families to maximize safety, permanence and well-being of children and families.
...Experiences capacity limitations of the current service delivery system, resulting in a 92% closure rate at intake followed by repeat referrals of the same families.	...Expands capacity to provide a comprehensive system of services and supports to adequately address unique needs of children and families the first time they are referred to Child Welfare Services.
...Makes child protection the sole responsibility of Child Welfare Services.	...Relies on partnerships between the community and Child Welfare Services to ensure child protection and successful outcomes.
...Is restricted by funding mechanisms which are tied to specific strategies, such as placement of a child in foster care, rather than supporting the most effective service response for each child and family served.	..Allows flexible funding to serve children and families based on what works best for them to reach positive outcomes.
...Has limited means to evaluate what works best in order to launch and sustain effective practices and promising research findings on a statewide scale.	...Implements a systematic means to evaluate, launch and sustain effective practices and research findings on a statewide scale.

With these assumptions in mind, the Stakeholders Group set out to create the new vision for child welfare in California. Building on the belief that no single organization can design and deliver services in isolation from communities, the Stakeholders formed recommendations based on partnerships at the neighborhood, local and state level. The partnerships are the key to effective services, supporting families' long term, and sustainable results.

The Stakeholders Group believes that responsibility to children and families requires interventions that are evidenced based and sufficiently tested to demonstrate efficacy. Evidence based means interventions are supported by research. The Stakeholders Group also agreed that it is essential that child welfare professionals and their community and other agency partners are sufficiently trained to competently put the intervention into practice.

In addition to a shift in thinking, the Stakeholders Group also articulated the following results that they believe will demonstrate the Redesign's success:

- All children at risk of being harmed by abuse or neglect are protected.
- Children and families at risk of child abuse and neglect receive the services they need when they need them.
- More families are able to safely and consistently care for their children as a result of their involvement with Child Welfare Services and its service partners.
- Fewer and less severe reports and incidents of child maltreatment.
- Families with children in similar situations are afforded equal support to attain safety, permanence and well being regardless of demographic characteristics.
- Children who cannot be cared for safely and consistently by their parents gain permanent families through adoption or guardianship more quickly.
- Communities are involved in protecting children and strengthening families.
- More youth who have been served by the child welfare services system experience successful transitions to adulthood and have a sense of emotional permanence with at least one surrogate parent.

In recognition of the pivotal role fairness and equity have in any reform of the current system, the Stakeholders Group developed guidance for all Redesign recommendations. This principle provides practitioners and decision makers with a framework for the new system that will have fairness and equity at its core. This principle reads:

A child welfare system that is fair and equitable is implemented to provide a supportive institutional response in which each family is offered needed services. The child welfare system takes into account the individual's experience and cultural background, to effectively modify individual behaviors as well as remedy systemic and community problems that negatively affect a child's wellbeing.

The CWS Redesign recommended by the Stakeholders Group requires deeper knowledge of practice, sharper tools for the task, stronger partnerships to impact results

and broader resources to ensure the safety, permanence and well-being of every child and family in California. The CWS Stakeholders Conceptual Framework (May, 2002) also recommends that a Clearinghouse be established in California to identify and evaluate promising practices for child welfare practice. The Clearinghouse would serve to sort and disseminate information critical to social work practitioners across the state. (For a full discussion of the recommendations, see the summary of the Year Two Report online at www.dss.cahwnet.gov go to archives “Child Welfare Services Stakeholders Year Two Report Summary” or click CDSS Web Sites on the CDSS home page and go to Child Welfare Services Stakeholders Group for additional information about related activities.)

C. Evidence Based Practice

Sackett, Straus, and Richardson (1997) define evidence based practice as the conscientious, explicit, and judicious use of current best evidence in making decisions about individuals. Quality social work practice makes use of evidence based and “best” or “promising practice” standards in family and child assessment and intervention.

A focus on evidence based practice requires a rethinking of the relationship between practice, professional judgments, and research findings. This approach would expand a social worker’s options to include preferred theories learned in graduate school or any other social work training program, individual professional experience or instinct, and objective evidence found in the best research studies to date.

Without a standardized and evidence based approach to safety intervention there is a lack of necessary direction and the danger of variability among social workers regarding crucial safety decision-making. In the absence of evidence to support safety intervention and planning there is the temptation to rely on personal bias to inform decisions. Evidence based practice considers the effectiveness and harm of different interventions before implementing them, using reliable estimates of benefits and harm. It is critical that the evidence based practice also emphasize practices that are no longer effective and provide the reason(s) for ineffectiveness.

Knowledge must be available if it is to be used. Once research is completed it is vital that the results are used and disseminated widely so as to inform practice. Social Workers/Practitioners often do not have time to discover and systematically review research findings related to practice questions. Ready access to rigorous reviews prepared by others is vital to evidence based practice. To practice evidence based social work, individuals need core skills in interpreting research findings and practical advice and training on how to incorporate the new ideas into daily practice, access to evidence based materials, and some commitment or willingness to ask questions about what works on an ongoing basis.

D. Prime Grantee Eligibility

A successful bidder for this RFP is expected to:

- be knowledgeable about child welfare services practiced in California;
- have a deep understanding of current trends in evidence based practice and research;
- have experience in developing, convening and working with a knowledgeable advisory group; and
- have general experience and knowledge about effective Clearinghouse design.

Bidders must submit evidence of a minimum of combined experience of fifteen (15) years of responsible activities and expertise in the above areas.

Individuals, for-profit entities, institutions of higher learning and nonprofit agencies are eligible to apply.

Nonprofit agencies must include, as part of their proposal, either a certification from the State of California, Office of the Secretary of State or a letter from the Department of the Treasury, Internal Revenue Service, classifying the proposing organization as a private nonprofit organization. For profit entities must submit evidence of business license or tax id number; other evidence of business operations such as incorporation documents may be required during grant negotiations.

Proposals that do not include this documentation will be rejected and will receive no further consideration.

In addition, nonprofit agencies must submit a copy of their Articles of Incorporation and an Authorization from the governing board allowing submission of the proposal. Proposals not including the Articles of Incorporation and other required documents (Exhibits C and E) will lose points in their total score.

E. Purpose of RFP

The purpose of this Request for Proposals is to identify and fund a grantee that can develop, implement and maintain an evidence based clearinghouse for child welfare practices in the State of California while providing ongoing communication for use by practitioners and community partners.

It is required that the development of the Clearinghouse be accomplished through the use of a participatory process of a small advisory group of knowledgeable individuals and practitioners. The Clearinghouse would include but is not limited to:

- | | | |
|--------------|------------|------------------------|
| - Literature | -Protocols | - Curricula |
| - Research | - Tools | - Funding Sources |
| - Evaluation | - Methods | - Statutes/Regulations |

The grantee must interpret the evidence based research into a readable language that can be understood by social work practitioners and community partners. It is the intention of OCAP to provide leadership by adopting and implementing appropriate evidence based practices in the field. In addition, OCAP wishes to encourage the statewide use of these practices by practitioners and community partners as part of the CWS Redesign.

In coordination with the advisory group, the grantee will:

1. Determine criteria content and process for selection of evidence based and promising practices that will be included in the Clearinghouse.

The criteria should be based on evidence as demonstrated by:

- Strong evidence from at least one systematic review of multiple well-designed randomized controlled trials.
- Strong evidence from at least one properly designed randomized controlled trial of appropriate size.
- Evidence from well-designed trials such as non-randomized trials, cohort studies, time series or matched case-controlled studies.
- Evidence from well-designed non-experimental studies from more than one center or research group.
- Opinions of respected authorities, based on clinical evidence, descriptive studies or reports of expert committees.

2. Structure the Clearinghouse to serve as a disseminator of information on evidence based promising practices in child welfare.

The Clearinghouse structure should include the gathering of information on methodologies, information about the application of evidenced-based practices and the evaluation of those practices as well as guides for monitoring quality improvements.

The Clearinghouse format could include a variety of information regarding evidence based practices such as protocols, curricula, literature and reviews, research, evaluation, funding information, statutes and regulations, implementation plans, costs, workload implications, community organization approaches, resource development strategies, and program guides.

The Clearinghouse structure will serve as the repository and point of dissemination of information that describes and supports evidence based practice for child welfare services in California. The intent is that the Clearinghouse would:

- facilitate the broad use of evidence based practices to achieve improved outcomes for child safety and family/child well-being;

- be a practical and efficient way of keeping the child welfare field informed about evidence based practice and research;
- encourage practitioners to work from an evidence based for child welfare practices;
- improve systems responsiveness; and
- be responsive to the needs of CWS practitioners and collateral service providers.

3. Prepare recommendations for the characteristics, structure and features necessary to place the Clearinghouse on the web in a user friendly manner.

F. Funding Level and Grant Period

Funding: Funding for the Evidenced Based Practice Clearinghouse project is contingent upon the availability of State and Federal funds. CDSS does not have the authority to disburse any funds until the State and/or Federal Budget has been passed.

One Grant Award: The successful bidder will receive funding for \$425,000. Annual budgets for the grant fall into three State Fiscal Years with the level of funding available per each State Fiscal Year as follows:

SFY03-04:	\$80,000
SFY04-05:	\$145,000
SFY05-06:	\$145,000
SFY06-07	\$55,000

Final reimbursement will be contingent upon delivery and approval by CDSS Office of Child Abuse Prevention of the specific products as indicated in the executed grant Scope of Work.

Grant Period: The grant period is January 1, 2004 through December 31, 2006 for a total of thirty-six (36) months.

The CDSS Office of Child Abuse Prevention has elected to fund this program by means of a grant rather than a contract, pursuant to California Welfare and Institutions Code Section 18953.5. This grant shall not be subject to the review specified in Section 10295 of the California Public Contract Code.

CDSS Office of Child Abuse Prevention reserves the right to extend the term of the grant, expand the scope of work and augment the original amount of the grant with additional funds.

III. PROJECT GOALS

By providing a fair, scientifically rigorous method for making practice decisions, evidence based practice can help social work professionals develop outcome based and effective working practices. Bidders are to provide a narrative description of how

they will facilitate/implement each of the following goals including processes, activities, deliverables and products, and anticipated timelines. CDSS strongly encourages the bidder to approach goal attainment in a comprehensive manner. The Bidder's ability to start quickly and perform in a timely manner will be important.

Goal 1

Develop a formal process for the implementation and maintenance of an Evidence based Practice Clearinghouse for the child welfare field in the State of California.

Bidder must clearly describe the process they will employ to develop an implementation and maintenance approach of an evidenced based practice Clearinghouse for child welfare services in California including but not limited to the utilization of a small advisory committee. Suggested membership for the advisory committee is representation from California Welfare Directors Association, researchers, social workers, collateral professionals, and CDSS. Bidder must provide a description of how the advisory committee will support the process of designing the Evidence based Practice Clearinghouse. It is expected that the advisory group will be convened no later than February 2004 and will meet on a frequent and regular basis thereafter to facilitate completion of the Clearinghouse goals.

Goal 2

Design a web-based Child Welfare Services Clearinghouse that supports access to and application of evidenced based practices in the field of social work.

The purpose of the Clearinghouse is to provide a practical and efficient way of informing child welfare practitioners and collateral professionals of evidenced based practice methodologies. The Clearinghouse should demonstrate, disseminate and evaluate resources that can be applied to promoting family well-being, capacity building in social work practices and community services.

A conceptual framework design for an interactive web based application of the Clearinghouse should include: 1) the design, protocols and procedures for ongoing additions; 2) when appropriate deletions to the body of evidence; and 3) continued clearinghouse maintenance.

A separate Request for Proposal (RFP) to address the specifications of the technical development of the web based application and query systems will be released at a later date.

IV. PROPOSAL REQUIREMENTS

A. Project Narrative (15 double-spaced pages, 8.5" x 11", 12-point type, see Page 15).

Goal Implementation: Please describe how you will carry out the program's goals. Include the following:

1. Planned activities and timelines.
2. Staffing required (on board or need to be hired) and, if available, resume of proposed Project Director.
3. Office/meeting spaces and equipment to be used and potential space/equipment requirements.
4. Describe how advisory group would represent Child Welfare Services in California interest.
5. Provide agency experience with similar programs and resources in web approach.
6. Bidders' background in child welfare services issues and practice; small group formulation and process with emphasis on leadership and decision making.
7. Bidders' knowledge of design, implementation and maintenance of an Evidence based Clearinghouse.

B. Scope of Work (Exhibit A)

The Scope of Work is the work plan that sets forth the objectives, activities, time frames and progress evaluation for the goals contained in the Request For Proposals. It describes the steps the Bidder will take and the resources to be used in implementing the proposal. Bidders may copy the form and use as many spaces as required for each Goal. The form should be filled out to account for the entire thirty-six (36) months grant period and should contain periodic points of progress. Bidder must develop specific objectives and activities for both Goals 1 and 2.

C. Information on Bidder (5 double-spaced pages, 8.5" x 11", 12-point type)

Please demonstrate the following requirements:

- Knowledge of evidence based practice approach
- Experience in research interpretation, collaborative approaches to project development, and establishing a Clearinghouse of information
- Record of satisfactory performance on prior funded projects and timely delivery of promised products
- Experience in working collaboratively with state-funded programs
- Ability to implement projects within time schedule and within budget
- Sustained organization functioning
- Current sources of funding (SFY 03-04)

If the bidder is a non-profit organization, the agency must submit either a certification from the State of California, Office of the Secretary of State or a letter from the

Department of the Treasury, Internal Revenue Service, classifying the proposing agency as a private nonprofit organization. Proposals that do not include this documentation will be rejected and will receive no further consideration. In addition, they must submit a copy of their Articles of Incorporation, a list of all Board of Directors, and an Authorization from the governing board allowing submission of the proposal.

For profit entities must submit evidence of business license or Tax Identification Number. If the successful bidder is a for profit entity, other evidence of business operations such as Articles of Incorporation may be required during grant negotiations.

D. Budget and Budget Narrative

NOTE: These items are not subject to a page limit.

Information on the requirements and limitations for grant expenditures are contained in the attached Standard Agreement material (Attachment A and B).

Budget Pages (Exhibit B)

The budget is the basis for management, fiscal review, and audit. Project costs must be directly related to the objectives and activities of the project. In the budget, include only those items covered by grant funds. Projects may supplement grant funds with funds from other sources. However, since all approved line items are subject to audit, applicants should not include match in the project budget.

Guidelines for preparing the budget are contained in Attachments A-D. Applicants are instructed to prepare a realistic and prudent budget. Strict adherence to all required and prohibited items is expected. **Where the applicant does not budget for a required item, the applicant assumes financial responsibility to complete it.** Failure of the applicant to include required items in the budget does not exclude responsibility to comply with those requirements during the implementation of the project.

The budgets will have to be prepared within the State Fiscal Year (July to June). Complete detailed budgets for Year 1 (1/1/2004 - 6/30/2004), Year 2 (7/1/04 – 6/30/05) Year 3 (7/1/05 – 6/30/06) and Year 4 (7/1/06 – 12/31/06) plus an overall summary of all four years. This represents a period of thirty-six (36) months total. Bidders may copy and reproduce the format provided, expanding if necessary. This form is included in the online posting of this Request For Proposals at www.dss.cahwnet.gov under Quick Links, Child Welfare Services, Evidence based Clearinghouse.

Final reimbursement for program activities will not be made until all deliverables have been received and approved by CDSS Office of Child Abuse Prevention.

Budget Narrative

All applicants are required to submit a budget narrative as part of the proposal budget. The narrative must describe the budgeted line items that it will take to implement this program. The budget narrative must be typed and placed in the proposal in front of the budget pages. In the budget narrative:

- a) Describe how the project's proposed budget supports the stated objectives and activities in the project.
- b) List all personnel of the Prime Grantee who will be receiving a salary provided by this grant, their time on the program and whether they are new or existing staff. Show how personnel benefits and salaries are calculated.
- c) Include Duty Statements of project-funded staff, including any qualifications or education level necessary to the job assignment, and required supervision.
- d) Discuss how project-funded staff duties and time commitments support the proposed objectives and activities.
- e) Discuss any proposed staff commitment/percentage of time to other efforts, in addition to this project.
- f) Discuss the necessity of any subcontracts and any unusual expenditures.
- g) Describe and justify all operating expense line items.

E. Technical & Administrative Requirements

1. Technical Requirements

- **Submitting the Proposal:** Proposals must be received at the California Department of Social Services on or before **November 7, 2003**, not later than 4:00 P.M. If delivering the RFP in person or utilizing the services of a mail courier, it is critical that sufficient time be allowed to find on street parking and to locate the proper office. Note: CDSS is not responsible for the performance of mail carriers. Postmarks are not acceptable in lieu of receipt by CDSS. **In addition, proposals submitted to any other office WILL NOT BE ACCEPTED.** NO FAX or EMAIL copies will be accepted.

- **PROPOSALS SHOULD BE MAILED or HAND DELIVERED TO:**

California Department of Social Services
Office of Child Abuse Prevention
744 P. Street MS 19-82
Sacramento, CA 95814

ATTN: RFP 03-02/Gartia Bansah

On November 7, 2003, a CDSS Office of Child Abuse Prevention staff member will be stationed at the front desk at 744 P Street, Sacramento, to receive and time-stamp hand delivered proposals. Proposals received prior to this date will be date-stamped by the CDSS Mail Room.

Additional Requirements:

- An original and four complete copies of the proposal must be submitted.
- All proposals must be submitted on standard 8.5" x 11" white paper, with each page clearly, consecutively numbered (including all attachments) and in the order and format required by this RFP. Secure each copy with clips; do not staple.
- The Project Narrative description is to be limited to a maximum of **15 double-spaced pages** and the Information on Bidder to **5 double-spaced pages**.
- Proposals may be typewritten or computer generated using **no smaller than 12-point type**. Do not submit proposals in hardcover binders.
- The proposal must be submitted in the legal entity name of the Prime Grantee. The original copy **Cover Page** (Exhibit C) of the proposal must be signed by a corporate officer of the agency authorized by the organization. No signature or facsimile stamps will be accepted; only original signatures are acceptable.
- The bidder is solely responsible for any and all costs for developing proposals. These development costs can not to be recovered through the grant.
- If the cooperation, collaboration or subcontracting of other agencies or entities is required for project implementation, copies of any Memoranda of Understanding (MOUs) from those agencies should be submitted.
- Do not include any materials that are not requested in the RFP (e.g., agency brochures or letters of support). Non-requested materials will not be reviewed or returned, nor will they be considered in the scoring of the proposal.

NOTE: SUPPLANTING PROHIBITED. Funds received through RFP 03-02 may be used only to administer and provide services under this proposal. No supplantation of existing funds is allowed, and the contractor or any associated contractors under this grant may not use time or personnel paid under the grant to perform unrelated work for their parent organization. Grant funds must be used to supplement existing funds for program activities and not replace those funds that have been appropriated for the same purpose. If selected for funding, a written certification must be provided to CDSS that the grant funds will not be used to supplant state or local funds. Potential supplanting will be the subject of application review, post-award monitoring, and audit.

2. Information/Questions

Prospective bidders may submit questions by close of business October 10, 2003, regarding this RFP **in writing only** by letter, FAX, or email to:

Gartia Bansah, Program Consultant
California Department of Social Services
Office of Child Abuse Prevention
744 P Street, MS 19-82
Sacramento, Ca 95814
gartia.bansah@dss.ca.gov
FAX (916) 323-8103

These questions and their answers will be sent to bidders who have submitted questions and posted on the CDSS Web Site under Quick Links. Questions received after October 10, 2003 **will not** receive a response.

All proposals submitted become the property of the State of California and will not be returned. The State reserves the right to use any or all of the ideas or information submitted to the State.

Proposals must include all information, documents, statements, etc., required by this RFP. Once proposals are submitted, no additional information will be accepted from bidders after the proposal due date and time.

3. Administrative Requirements

The following administrative requirements must be completed and submitted with the proposal.

- ***Tax Documents:*** Attach the IRS or FTB tax status determination letter for your agency, and indicate if you are a private foundation. For profit organizations and individuals must submit a business license or Tax Identification Number.
- ***Financial Statement:*** A copy of the organization's latest financial statement
- ***Articles of Incorporation:*** Non-profit organizations must submit a copy of their Articles of Incorporation and an Authorization from the governing board allowing submission of the proposal.
- ***List of Board Members (required for non-profit organization):*** Name, address and affiliation (i.e. Name of business, professional affiliation, volunteer, parent, etc.)
- ***Letter(s) of Cooperation (required for non-profit organization):*** A letter from the governing body of the agency approving the submission of a proposal and agreeing cooperating with the terms and requirements of the grant (non-profit).

V. PROPOSAL SELECTION PROCESS

A. Technical Requirement Review

Each proposal that is received will be screened for completeness and adherence to the technical requirements. No proposals will be returned. Competitive points will be deducted for noncompliance with any technical requirement.

B. Team Review

The Proposal Rating Matrix is attached as Exhibit D. Using this document, all accepted proposals will be reviewed by individuals experienced in one or more of the areas of Child Welfare Services, Evidence based Practice, family resource and support, and child abuse prevention, intervention and treatment. Proposals will be ranked by the combined score of reviewers.

C. Contingent Approval Notification

Subject to the approval of the Director or delegated representative of the CDSS, and depending upon the funding available, the highest-ranking bidder will be selected and notified. The names of the selected bidder will be posted at the California Department of Social Services, 744 P Street, Sacramento and mailed to all bidders. **All inquiries regarding RFP 03-02 must be directed to:**

Gartia Bansah, Program Consultant
California Department of Social Services
Office of Child Abuse Prevention
744 P Street, MS19-82
Sacramento, CA 95814
gartia.bansah@dss.ca.gov
FAX (916) 323-8103

D. Appeal Process and Requirements

The funding for the selected project is contingent pending resolution of any appeals of the selection process used for this RFP. CDSS has the discretion to reject all bid proposals.

A public notice of the proposed award will be posted in the CDSS office at 744 P Street, Sacramento, Ca. for five working days after the evaluation of proposals is completed. A protesting bidder(s) has five (5) working days from the date of the posting to protest the proposed award and to inform CDSS. A written Letter of Protest must be received by CDSS within the five working day's posting period. The Letter of Protest may be sent by regular mail, fax, courier, or personal delivery. **A postmark will not be accepted as meeting the deadline requirements.** The Letter of Protest should identify CDSS as the awarding agency, the RFP number, and the CDSS contact person. **If any protesting bidder(s) files a Letter of Protest the award of the grant, the grants will not be**

awarded until either the protest has been withdrawn, or CDSS has decided the protest.

For the purpose of this RFP, the deadline to submit a Letter of Protest to the CDSS Children and Families Legal Unit is 4:00 P.M. **December 3, 2002**. All Letters of Protest should be mailed or delivered to:

Marsha Jacobson, Assistant General Counsel
Legal Division
California Department of Social Services
744 P Street, MS 4-161
Sacramento, California 95814

Within five working days after filing the **Letter of Protest**, the protesting bidder shall file, with the aforementioned representative of the CDSS Children and Family Legal Unit, a full and complete written statement specifying the grounds for the protest (detailed protest statement). Protests shall be limited to the following grounds:

- a) The CDSS failed to include in the RFP a clear, precise description of the work to be performed or the services to be provided, a description of the format which proposals shall follow and the elements they shall contain; the standards the agency will use in evaluating the proposals; the date on which proposals are due and the timetable the agency will follow in reviewing and evaluating them; and/or,
- b) Proposals were not evaluated according to the procedures described in the Proposal Evaluation and Selection Process; and/or,
- c) The grant was not awarded to the bidder whose proposal was given the highest score by the evaluation committee; and/or,
- d) The CDSS failed to correctly apply the standards for reviewing the format requirements or evaluating the proposals as specified in the RFP.

No detailed protest statements will be accepted after December 10, 2003. An oral protest statement will not be accepted, and it is the protesting bidder's responsibility to ensure receipt by the date, time and place indicated. A postmark will not be accepted as meeting the deadline requirements.

An information copy of the Letter of Protest and the detailed protest must also be mailed or delivered to:

Gartia Bansah, Program Consultant
California Department of Social Services
744 P Street, MS 19-8
Sacramento, California 95814

Protestors MUST submit details of protest no later than five working days after filing the Letter of Protest. The latest date and time for acceptance of a detailed protest is 4:00 P.M, **December 10, 2003**. An oral protest will not be accepted; and it is the bidder's responsibility to ensure receipt by the date, time and place indicated. A postmark will not be accepted as meeting the deadline indicated.

The CDSS Children and Families Legal Unit representative, upon receipt of a protest, will review the Letter of Protest and the details of the protest submitted by the protestor and determine the "standing" within five working days of receipt of these documents. Standing is established when the protestor(s) presents specific facts demonstrating that the criteria and priorities as specified within the RFP were not followed in making the funding decision. Standing shall not be granted solely because an appellant disagrees with the points given to their proposal.

If standing is granted, the CDSS Children and Families Legal Unit will forward the material to the CDSS Contracts Bureau, and will notify the protestor in writing. The Chief of the CDSS Contracts Bureau will determine whether the matter will be decided on the basis of written submission or public hearing. The appeals will be decided by the Chief of the CDSS Contracts Bureau. The decisions rendered by the Chief of the CDSS Contracts Bureau on both the processes used to decide the matter and the resulting decisions are final.

If standing is not granted, CDSS will send a Letter of No Standing to the protestor. This decision is final and cannot be administratively appealed.

E. Final Notification and Grant Agreements

Following the announcement of the contingent award, CDSS staff will contact the proposed grantee and identify what will be necessary to complete and execute a grant award. There will be a period of meetings to develop final grant agreements and refine the project Scope of Work. Grant agreements shall be consistent with CDSS standards to ensure compatibility for evaluation.

If there are no protests, or if the protests are resolved without changes to the proposed grantees, CDSS will process and execute the final grant awards. Once the grant awards are executed, projects may begin to expend funds under the provisions of the grant award.

VI. ATTACHMENTS

A. Standard Agreement Terms and Conditions

B. Office of Child Abuse Prevention Policies and Procedures

C. RFP Budget Guidelines

D. Travel and Per Diem Guidelines

ATTACHMENT A

Please note this is a sample of CDSS's Standard Agreement for your information. The first page (Grant Award Agreement) is not attached, nor are the Exhibits cited in the text.

STANDARD AGREEMENT TERMS AND CONDITIONS

I. GENERAL PROVISIONS

- A. The Grantee agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contracts, subcontractors, material men, laborers and any other person, firm or corporation furnishing or supplying work, services, materials or supplies in connection with the performance of this grant, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the Grantee in the performance of this Agreement.
- B. The Grantee, and the agents and employees of Grantee, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the State of California.
- C. The State may terminate this Agreement and be relieved of the payment of any consideration to Grantee should Grantee fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination, the State may proceed with the work in any manner deemed proper by the State. The cost to the State shall be deducted from any sum due the Grantee under this Agreement; and the balance, if any, shall be paid the Grantee upon demand.
- D. Without the written consent of the State, this Agreement is not assignable by Grantee either in whole or part.
- E. Time is of the essence in this Agreement.
- F. No alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto.
- G. The consideration to be paid Grantee, as provided herein, shall be in compensation for all of Grantee's expenses incurred in the performance hereof, including travel and per diem, unless otherwise expressly so provided.
- H. This Agreement shall be governed and construed in accordance with all applicable laws of the State of California, in addition to any cited herein.
- I. This Agreement has no force or effect until signed by both parties and executed.

- J. This Agreement may be terminated without cause by either party by giving thirty (30) calendar days advance written notice by certified mail to the other party. The notification shall state the effective date of the termination.
- K. This Agreement may be amended in writing as agreed by the parties hereto.
- L. Failure by the Grantee to comply with any of the provisions, requirements, or conditions of this Agreement, including, but not limited to, reporting and evaluation requirements, shall be a violation of this Agreement. In such an event, the State may, in its sole discretion, notify the Grantee by certified mail of such noncompliance, nonperformance, or other breach, require remedial action and provide a date by which such remedial action must be accomplished, and/or discontinue reimbursement to the Grantee of an amount to be determined by the State for and during the period in which the Grantee is in violation.

In the event the violation is not remedied to the satisfaction of the State, this Agreement shall be terminated and reimbursement shall not be made for the period of noncompliance. The Grantee shall be notified by certified mail of the immediate termination. The State shall assume no fiscal liability after the termination date referenced in the certified letter.

- M. The State discourages the use of grant funds to purchase equipment. Any equipment, materials, supplies or property of any kind (including publications and copyrights, etc.) which has a single unit cost of at least five hundred dollars (\$500.00) including tax, and has a life of at least four (4) years, and purchased under this Agreement, or through any subcontract, shall be considered capital equipment. Capital equipment shall not be purchased by the Grantee without prior State written approval and shall be the property of the State.
 - 1. With the final report for each grant year the Grantee shall submit an inventory of equipment furnished or purchased under the terms of this Agreement. The inventory shall include a description of the equipment, quantity, cost per unit and date purchased. No capital equipment shall be purchased during the fourth or last quarter of a grant term.
 - 2. At the termination of this Agreement, the Grantee shall provide a final inventory to the State within 45 days of termination and shall at that time ask the State about the State's requirements, including the manner and method of returning said equipment to the State.

II. GRANTEE'S RIGHTS AND RESPONSIBILITIES

The Grantee shall:

- A. Designate an individual to have primary responsibility as a liaison with the State in carrying out the terms of this Agreement.
- B. Provide service in accordance with the Scope of Work made a part hereof by this reference.
- C. Comply with the state CDSS Contract Policies and Procedures and amendments thereto, made a part hereof by this reference.

- D. Promptly provide details of any and all expenditures (including those of subcontractors) under this Agreement when requested by the State.
- E. Maintain all records pertaining to service delivery and fiscal and administrative controls for three (3) years after final payment has been made under the terms of this Agreement, or until all pending county, state and federal audits are completed, whichever is later. Upon request, the Grantee shall promptly make these records available to the State or its representative including the State Auditor.
- F. Acknowledge the state CDSS as the funding agent, in writing, upon all educational and training materials, curricula, audio/visual aids, printed materials, and periodicals developed pursuant to this Agreement and with the prior approval of the State.

If any of the above (excepting video productions) are developed without prior approval from the State it shall be acknowledged thereon that the material does not necessarily represent the views of the OCAP or the California Department of Social Services.

Video productions shall not be undertaken without the full knowledge and written consent of CDSS at initial concept development and throughout production. No expenditures under this Agreement shall be incurred in the design and development of video productions prior to receipt of written CDSS approval.

- G. Ensure that all personnel as described in the Child Abuse and Neglect Reporting Act, Section 11165 et seq. of the Penal Code, are in compliance with the law. The law mandates certain personnel to report known or suspected instances of child abuse. This includes, but is not limited to, any person who is a social worker, or an administrator or presenter of, or a counselor in, a child abuse prevention program. The Grantee shall require each employee, volunteer, or subcontractor who is a mandated reporter to sign a statement that he or she knows of the reporting requirements as defined in Section 11165 et seq. of the Penal Code.
- H. Comply with the provisions of Welfare and Institutions Code Section 10850, the CDSS Manual of Policy and Procedures Division 19 regulations, and federal statutes and regulations to assure (in partial summary) that:
 - 1. All records concerning an individual, made or kept by any public officer or agency in connection with the administration of provisions of the Welfare and Institutions Code for which Agreements are provided by this State, will be confidential and will not be open to examination for any purpose not directly connected with administration, performance, compliance, monitoring or auditing of the Agreement.
 - 2. No person will make public, disclose, use, or cause to be published, disclosed or used, any confidential information pertaining to any person receiving State-funded services.
 - 3. Persons who serve on a multidisciplinary team may disclose to one another information which is relevant to the prevention of abuse, identification, management, or treatment of any person receiving State-funded services.
 - 4. Any person knowingly and intentionally violating the provision of this subdivision is guilty of a misdemeanor.

- I. Ensure that no staff or other persons employed with state grant funds will conduct activities intended to influence legislation, administrative rule-making, or the election of public officials during time compensated under this Agreement or with grant funds. Nor may any such persons represent that such activities are being performed under the Agreement. The following guidelines shall be observed:
1. Meetings which include these activities shall not be represented as being prescribed or funded by the State.
 2. Any such meetings or conversations shall occur during time not compensated under state Agreements. Auditable records shall be kept indicating that the meetings or conversations occurred on personal, dock, vacation or other time not paid for with state funds.
 3. Office space leased, rented, or otherwise acquired with state grant funds shall not be used for any activities prohibited herein.
- J. Make all reasonable efforts to ensure that no conflict of interest exists between its officers, employees, or subcontractors. The Grantee shall make all reasonable effort to prevent employees, consultants, or members of governing bodies from using their positions for purposes that are, or give the appearance of being, motivated by a desire for private gain for themselves or others such as those with whom they have family, business, or other ties.

Officers, employees and agents of clients, counties, districts, and other local agencies are subject to applicable conflict of interest codes and state law, including Section 23-602 (Code of Conduct) of the CDSS Manual of Policies and Procedures.

In the event that the State determines that a conflict of interest situation exists, any increase in costs associated with the conflict of interest situation may be disallowed by the State and such conflict may constitute grounds for termination of this Agreement.

This provision shall not be construed to prohibit employment of persons with whom the Grantee's officers, employees, or agents have family, business or other ties so long as the employment of such persons does not result in increased costs over those associated with the employment of any other equally qualified applicant.

- K. As stipulated in Section 11105.3 of the Penal Code, ensure that no staff, paid or volunteer, are knowingly employed who have been convicted of any sex crime, drug crime, or crimes of violence.
- L. Ensure all services performed and employment practices of the Grantee shall be nondiscriminatory and in accordance with Exhibit ____, Nondiscrimination Clause, which is incorporated herein by reference.
- M. As specified in Section 10353 of California Public Contract Code, every grantee receiving a Standard Agreement in excess of two hundred thousand dollars (\$200,000) shall give priority consideration in filling vacancies in positions funded by the Agreement to qualified recipients of aid under Chapter 2 commencing with Section 11200 of the Welfare and Institutions Code.

- N. Be responsible for the performance of any and all subcontractors in meeting the terms of this Agreement.
- O. As specified in Section 10296 of California Public Contract Code, private Grantees swear under penalty of perjury that no more than one final unappealable finding of contempt of court by a federal Court has been issued against the Grantee within the immediately preceding two-year period because of the Grantee's failure to comply with an order of a federal Court which orders the Grantee to comply with an order of the National Labor Relations Board.
 - A. Be responsible to inform the State of any grantee or subcontractor address changes, contract cancellations, or new subcontractors during the course of the Agreement.
 - B. Certify compliance with Government Code Section 8355 in matters relating to the provision of a drug-free workplace as specified in Exhibit __ attached herein.

III. STATE RIGHTS AND RESPONSIBILITIES

The State shall:

- A. Provide program consultation and technical assistance to the Grantee.
- B. Monitor and evaluate the Grantee's performance, expenditures and service levels for compliance with the terms of this Agreement.
- C. Provide the Grantee with reporting forms and/or formats and time frames for submission of reports.
- D. Evaluate Grantee's annual report for compliance with the terms of this Agreement and provide a written response within thirty (30) calendar days of receipt if the report is determined to be unacceptable.
- E. Review all invoices submitted by Grantee for allowable costs and approve for payment as appropriate, conditioned on the availability of state funds.
- F. Have a royalty-free, nonexclusive, and irrevocable license with respect to any subject data which may be copyrighted throughout the world to translate or use, publish, duplicate or dispose of such data in any manner and for any purpose whatsoever and to have or permit others to do so. Such license shall be only to the extent that Grantee now has, or prior to completion or final settlement of this Agreement may acquire, the right to permit such license without becoming liable to pay compensation to others, solely because of such permission.
- G. Retain ownership and have prompt access to any reports, evaluations, preliminary findings, or data assembled/developed by Grantee under this Agreement.
- H. Retain the right to modify the program and this Agreement based on the results of its evaluation and review. In addition, the State may use the results in future grant decisions. The evaluation shall include, but is not limited to, Agreement compliance, effectiveness of planning, and program results.

IV. FISCAL PROVISIONS

- A. The maximum amount of this agreement shall be in accordance with the State's "Standard Agreement" Form (Gen 1187), subject to the availability of funds.
- B. Grantee shall maintain accurate and complete financial records of costs and operating expenses. Such records shall reflect the actual cost of services described herein for which reimbursement is requested. Grantee shall submit regular invoices to the State monthly, quarterly, or semi-annually as agreed upon in each program.
- C. Grantee shall maintain contract records in accordance with generally accepted Accounting Principles established by the American Institute of Certified Public Accountants (AICPA).
- D. Upon satisfactory performance of the services provided by Grantee under this Agreement, the State agrees to pay, depending on when the invoices are submitted, monthly or quarterly, in arrears. Payment will be made on the basis of the Budget (Exhibit ____) made a part hereof by this reference and subject to the availability of funds.
- E. Changes may be made in individual line items in the Budget subject to prior written approval by CDSS.
- F. Invoices shall be submitted on the State's claim forms, identified herein as SOC 338B (California Department of Social Services Claim for Reimbursement). For private nonprofit organizations, the invoice must be signed by the individual who signed this agreement, or the authorized designee as pursuant to the Authorized Signature Designee Form (E). Invoices shall be mailed to the designated OCAP Project Consultant at the following address:

California Department of Social Services
Office of Child Abuse Prevention
744 P Street, MS 19-82
Sacramento, CA 95814
- G. All invoices submitted to the State shall identify the correct Standard Agreement Number assigned to this Agreement. Invoices which do not contain this information will be returned with a request for the Standard Agreement Number.
- H. Final invoices must be submitted within ninety (90) calendar days after the end of each contract year or the termination of this agreement, whichever comes first. Failure to comply with this provision will jeopardize payment unless the Grantee has received written approval of an extension from the State prior to the expiration of the 90-day period.
- I. All private non-profit Grantees shall be responsible for financial and compliance audits of their organization and any subcontractors. The audits shall be made by independent auditors in accordance with generally accepted auditing standards. The audit shall be completed and sent to the State not later than six months after completion of each year of the Standard Agreement. Such audits shall be in compliance with Health and Safety Code, Division 25, Chapter 5, Sections 38040 and 38041.

Audits carried out pursuant to this section must be audits of the entire organization responsible for the project, not an audit of that portion of the organization funded by the State. Grantees that receive twenty five thousand dollars (\$25,000) or more in a State Fiscal Year from any state agency must complete an audit annually. A Grantee that receives less than twenty-five thousand dollars (\$25,000) in a State Fiscal Year from any state agency is required to conduct an audit biennially for Standard Agreements funded with State General Funds.

- J. For Standard Agreements funded with State General Funds, this Agreement is valid and enforceable only if sufficient funds are made available by the Budget Act(s) for the State Fiscal Year(s) applicable to the term of this Agreement.

This Agreement is subject to any additional restrictions, limitations or conditions enacted by the Legislature and contained in the Budget Act(s) or any statute enacted by the Legislature which may affect the provisions, terms, or funding of this Agreement in any manner.

- K. If the Budget Act(s) does not appropriate sufficient funds for the program, this Agreement shall be invalid and of no further force and effect. In this event the State shall have no liability to pay the funds whatsoever to the Grantee, or to furnish any other considerations under this Agreement and the Grantee shall not be obligated to perform any provisions of this Agreement. The parties to this agreement may choose to mutually amend this agreement to reflect any legislative delays or reductions in funding.
- L. All Standard Agreements, except for State construction projects, which are funded in whole or in part by the federal Government, will contain a 30-day cancellation clause and the following provisions:
 - 1. It is mutually understood between the parties that this Standard Agreement may have been written before ascertaining the availability of congressional appropriation of funds, for the mutual benefit of both parties in order to avoid program and fiscal delays which would occur if the Standard Agreement were executed after that determination was made.
 - 2. This Standard Agreement is valid and enforceable only if sufficient funds are made available to the State by the United States Government for the purpose of this program. This Standard Agreement is subject to any additional restrictions, limitations, or conditions enacted by Congress or any statute enacted by the Congress which may affect the provisions, terms or funding of this Standard Agreement in any manner.
 - 3. It is mutually agreed that if the Congress does not appropriate sufficient funds for the program, this Standard Agreement shall be amended to reflect any reduction of funds.
 - 4. The Department has the option to void the Standard Agreement under the 30-day cancellation clause or to amend the Standard Agreement to reflect any reduction of funds.

ATTACHMENT B

CDSS OFFICE OF CHILD ABUSE PREVENTION POLICIES AND PROCEDURES

The CDSS OCAP has adopted specific policies for the implementation and ongoing support of contracts. The following are CDSS OCAP contract policies that will apply to your agency.

1. Project Consultant

A State Project Consultant will be assigned to each grantee. The Consultant will be the primary contact responsible for consultation and assistance to the project. OCAP is dedicated to the successful completion of contract requirements and will assist the Grantee toward that goal. If further program consultation is necessary, the Project Consultant can draw upon a wide variety of program and administrative expertise. Please feel free to ask for assistance from your Project Consultant whenever necessary.

2. Grant Terms

The terms of this grant are concurrent with the period on the Standard Agreement. A grant is not legally in effect until approved by the official State agent and the authorized Grantee agent, a process termed "execution." Grant funds may not be obligated to a period prior to the start date on the Standard Agreement.

3. Grant Monitoring

Grant monitoring is accomplished by a variety of methods. Monitoring can be informal, such as telephone conversations, or formal, such as site visits. During a site visit the Project Consultant may review materials, publications or curricula used by the project, and all fiscal, group plan or client records developed by the program.

4. Line Item Transfers

Changes to the line-item budget may be made within the term of the grant provided the Grantee adequately documents the need for change, all of the following requirements are met and CDSS provides prior written approval for the changes:

- a.) Adjustments in the aggregate to any individual line item cannot exceed \$20,000 (or 10 percent, whichever is less) of the grant maximum;
- b.) The total amount of the grant does not change;
- c.) Grantee shall submit a written request to the state project consultant for budget/program modification, explain the need for change(s) and specifically identify the item(s) to be reduced or increased; and
- d.) The State approves such change(s) in writing prior to implementation. The State reserves the right to deny requests for reimbursement in excess of any line item in the budget.

- e.) Any budget change not meeting the above conditions shall be made by amendment to the grant.

5. Grant Amendments

Grant Amendments are required for (a) budget changes outside the limits of line item transfers, (b) new budget line items, (c) changes to the grant term, (d) changes to the "MEASURABLE OBJECTIVES" in the Scope of Work, or (e) any other substantive changes as determined by the State.

Amendments to the grant must be initiated in writing by either the State or the Grantee and must be approved in writing by both parties. Actual implementation of the proposed changes cannot occur prior to the effective date of the amendment. Reimbursement will not be made for services provided before an amendment is executed.

Amendments require the same approval process as the original grant and take approximately six (6) to eight (8) weeks to execute. It is unproductive to amend a grant late in the grant period. Therefore, Grantees are encouraged to anticipate the need for an amendment and to discuss it with the Project Consultant as early in the grant term as possible.

6. Subcontracts

Grantees are required to provide a copy of subcontracts to the State, but these subcontracts are not subject to written approval from the State.

If the subcontract is for any amount over two thousand five hundred dollars (\$2,500) or ten percent of the grant, whichever is less, the subcontract must be approved in writing by the State prior to reimbursement. Subcontracts for less than the two thousand five hundred dollars (\$2,500) or the ten percent amount as stated above, must be included in the Budget but do not require State approval. The use of this type of subcontract must be justified by the Grantee at the negotiation session. The State reserves the right to request a copy of any such subcontract.

7. Costs

The State will pay for the reasonable cost of activities specified in the Scope of Work, and set forth in the Budget. This includes the administrative costs directly associated with such activities. Payment will be made for such costs as salaries, employee benefits, travel, office space, phone and utility expenses, and the operating expenses of subcontracts complying with the provisions of this grant.

8. Conferences

The State will not reimburse costs associated with conference organization or sponsorship unless the Grantee requests and receives State's prior written approval of agenda and cost items.

9. Cash/In-kind Match

Match is any contribution to total project cost that is not paid for by State funds and demonstrates a Grantee's fiscal commitment to the project. All Grantees that contribute a required match shall report it in the Budget.

10. Advance payments may be made to private, nonprofit organizations. Public agencies, such as County governments or universities, are not eligible for advance payments.

When the State determines that an advance payment to a community based private nonprofit agency is essential for the effective implementation of a program, it may advance funds to the grantee based on the following:

- a. Advances shall be made only if the State determines that the grantee has modest reserves and potential cash flow problems during start-up activities.
- b. Advances shall not exceed 25% of the yearly grant amount. A grant which exceeds \$400,000, making the potential \$100,000 or more must be cleared with the Department of Finance.
- c. Advances must be limited to one each fiscal year.
- d. Advances shall be limited to the minimum amounts needed and shall be timed to be in accord with the actual immediate cash requirements of the recipient organization in carrying out the purposes of the grant.
- e. Each grantee to which an advance has been made shall report actual expenditures monthly to the State, no later than 30 days after the close of the report month.
- f. The grantee shall supply the State with sufficient information to enable a determination based on subparagraphs *a* through *d* above.
- g. Any interest earned by the grantee from deposit of the advance funds to an interest-bearing account shall be returned to the State of California.

A request for an advance shall be written on agency letterhead. This request must specify the amount requested and provide a justification for the request. The State will assess the project's actual immediate cash needs in fulfilling the requirements of the grant and limit the advance to the amount needed. Advances may be requested only after the Grant Award has been fully executed.

Recovery, or liquidation of the advance will take place during the grant year according to a schedule determined by the State. The advance must be fully liquidated before the end of the grant year.

11. Invoices

Grantees will be reimbursed for services provided in accordance with the grant through the invoice process. Invoices will be submitted on a monthly, quarterly or semi-annually in-arrears basis as indicated in the grant. Invoices must be submitted on SOC 338B (Claim for Reimbursement) and must be consistent with the grant budget.

Minor corrections on invoices, such as mathematical errors, may be made by the State. Invoices that require major corrections such as improper completion of the invoice, invoices without authorized signatures, or invoices which have been altered by correction tape or whiteout will not be processed and will be returned to the Grantee with an explanation of the problem. This may delay payment of the invoice.

Program reports, Quarterly reports, and data forms completed and submitted as specified in the grant from the Grantee are an integral part of the State requirements. Completion of annual reports and data forms are the Grantee's responsibility. Invoice payment will be conditioned upon the timely receipt by the State of acceptable reports or data forms. If acceptable reports or forms are not received or a request for extension of a due date has not been granted by the State, invoices will not be processed and will be returned to the Grantee.

The State invoice payment process is complex. The process for payment of invoices takes approximately sixty (60) calendar days. A monthly, quarterly or semi-annually in-arrears invoicing process has been established to maintain a consistent cash flow for the Grantee. This process depends on the availability of state funds as well as on the Grantee's submitting invoices on a regular basis as soon as possible after each month or quarter ends.

If the Grantee submits invoices well after the month, quarter or semi-annual period ends, fails to submit invoices on a regular basis, submits invoices for several months as one, or fails to provide acceptable quarterly report data forms, a cash flow problem may result for the Grantee. No provision will be made for special problems which may result for the Grantee. No provision will be made for special handling of invoices submitted outside of a regular monthly or quarterly in-arrears basis. All such invoices will be processed in the regular manner. It is, therefore, to the Grantee's advantage to submit invoices on a timely basis.

12. Travel

Reimbursement for transportation and per diem costs to persons who are not State employees shall not exceed Department of Personnel Administration reimbursement rates for State employees (See Attachment C). The grantee will be notified of changes in the current rates. No expenses for out-of-state travel will be allowed without prior written approval by CDSS.

12. Grievance Procedure

If a Grantee disputes a CDSS action regarding performance under this grant, the Grantee shall provide a written dispute notice to CDSS within fifteen (15) calendar days after the date of CDSS's action to:

California Department of Social Services
Attn: Chief, Office of Child Abuse Prevention
744 P Street, MS 19-82
Sacramento, CA 95814

The written dispute notice shall contain the following information:

- a.) The matter under dispute.
- b.) The reason(s) Grantee believes the action of CDSS to have been in error.
- c.) Identification of all documents and substance of all oral communication which supports Grantee's position.
- d.) The dollar amount in dispute (if applicable).

Upon receipt of the written dispute notice, CDSS will examine the matter and issue a written decision to the Grantee within fifteen (15) calendar days.

The written decision of CDSS shall contain the following information:

- a.) A description of the dispute.
- b.) A reference to pertinent grant provisions.
- c.) A statement of the factual areas of agreement or disagreement.
- d.) A statement of the CDSS decision with supporting rationale.

This decision of CDSS shall be final unless within thirty (30) days from the date of receipt of the CDSS final decision, the Grantee files with CDSS a notice of appeal addressed to:

California Department of Social Services
Attn: Chief, Office of Child Abuse Prevention
744 P Street, MS 19-82
Sacramento, CA 95814

The Chief of OCAP shall immediately forward the notice of appeal to the Office of Administrative Hearings, Department of General Services, which will then conduct a formal administrative appeal process pursuant to Health and Safety Code Section 38057.

SPECIAL PROVISIONS

Final reimbursement will be dependent upon all deliverables completed and approved by CDSS.

The CDSS may add additional Special Provisions in this section of the Standard Agreement during the grant negotiations period.

RFP 03-02 BUDGET GUIDELINES

The budget component of this RFP consists of a Budget Summary, Budget pages and a Budget Narrative. These forms are located in Exhibit B. The purpose of these guidelines is to outline the content of the line item budget and to explain the use of each part. Please review this information before completing the budget forms. This information reflects, and in some cases, expands upon the fiscal guidelines in the Standard Agreement Terms and Conditions.

BUDGET DETAILS AND POLICIES**A. PERSONNEL SERVICES AND BENEFITS**

Personnel services and benefits must be detailed on the Personnel section of the Budget forms for each program year and the totals brought forward to the Budget Summary. Personnel costs include benefits.

- 1) List all personnel associated with and paid by the project. If a specific credential or educational level is required for a job assignment, please identify it in the Budget Narrative.
- 2) The project must allocate sufficient staff time to accomplish the project objectives and provide assurance of adequate support in all areas. If proposed project staff are already committed for a percentage of time to other efforts please disclose that percentage of time in the Budget Narrative.
- 3) If there are staff associated with the project but paid (or time donated) by other sources, add them to the list and detail costs under the "Match" column.
- 4) For purposes of this RFP, project staff designated as working on a "full time equivalent" basis must work at least 40 hours per week.
- 5) List the cost detail of all fringe benefits.
- 6) Mid-year salary rate adjustments are possible provided that the salary range is identified in the narrative section of the Personnel Budget. Grant amendments providing solely for the increase in salary levels shall not be permitted.

B. SUBCONTRACTS

A subcontract results when a grantee enters into an agreement for services with another party. Subcontracts over two thousand five hundred dollars (\$2,500) or ten percent of the State's total grant amount, whichever is less, require prior written approval from OCAP. The use of subcontracts shall be justified in the Project Narrative and the Budget Narrative.

The prospective grantee shall be solely responsible for the work of any subcontractor under the agreement. Subcontracts are subject to the same provisions as the prime grant agreement and should therefore contain written reference to the provisions of the prime grant agreement. Pursuant to Section 10532 of the Government Code, all subcontracts must contain a clause that notifies the subcontractor that they must make their records available to examination and audit of the Auditor General for (3) years after final payment. All subcontracts shall contain provisions to hold the State harmless.

C. OPERATING/EQUIPMENT EXPENSES

Operating/equipment expenses must be outlined in detail in the Budget Narrative and the totals carried forward to the Budget Summary.

1) Travel

Travel and per diem rates are established and periodically adjusted by the State Department of Personnel Administration. Proposed reimbursable expenditures for travel may not exceed those ceilings. A copy of these rates is provided in Attachment D.

Expenses for Out-of-state travel will not be allowed without prior written approval by CDSS.

Bidders for RFP 03-02 should include expenses for travel to Sacramento and to project sites which are located throughout the State. Sacramento travel plans will include participation in 2 meetings per year with OCAP staff and the T&TA projects for the purpose of program coordination. (Note: If funds are available, additional meetings may be scheduled.)

2) Space

Estimated costs for space may be based on the full or prorated amount expected to be paid in rent. Where the facility is owned by the prospective grantee, costs may be reimbursed on the basis of depreciation or a use allowance. When space is rented, indicate whether the charge also provides for services such as utilities or parking.

3) Capital Equipment

Except as provided for under separate agreement, OCAP will not purchase, or provide for the lease/purchase of capital equipment. Equipment should be provided by the prospective grantee. "Capital equipment" is defined as any equipment, materials, supplies, or property of any kind (including publications, copyrights, etc.) which have the following characteristics:

a) A unit cost of five hundred dollars (\$500) or more including tax;

b) A normal useful life of more than four years.

Acquisition of capital equipment may be secured if approved in writing by OCAP, after a written request has been submitted with adequate justification. The justification must be based on clear demonstration that the equipment is essential to project success and must document efforts that have been made to secure the needed item(s) from other than CDSS sources. Any capital equipment purchased with grant funds becomes the property of the State of California and may be subject to return upon completion of the grant.

4) Equipment Rental

The amount expected to be paid for the rental of equipment may be included in the budget.

- 5) Consumable Supplies
Items such as paper, forms, folders, pens, pencils, etc.
- 6) Printing
Costs incurred specifically for the program are allowable and include printing, photocopying and other reproductive services.
- 7) Communication
It is expected that all grantees will have telephone, telephone conferencing, and email capabilities. This category includes telephones, fax, computers (email), postage, etc. State type of service to be provided, number of telephones, basis for payment, etc.
- 8) Utilities
Utilities that are not provided with space rent or use, such as power, water, electricity, gas, etc.
- 9) Indirect Costs
Any use of indirect costs must be justified in the Budget Narrative. OCAP will not approve indirect costs in excess of 10% of the total grant without prior written approval.
- 10) Other Expenses
Any expenses not covered in the above categories must be fully explained and justified.
 - (a) Professional Development
Training of personnel can be considered for inclusion under Other Operating Expenses, depending on the nature and the type of training involved. Examples of the type of training OCAP would consider acceptable would be the training of volunteers and personnel to perform certain objectives, or training of professionals in a specific program area to further their expertise. Training for the specific purpose of maintaining license/certificate requirements is considered either the professional's responsibility or an indirect cost associated with the overall operation of the agency.

C. AUDIT

Grantees are expected to provide a copy of any annual audit of their agency or prime sponsor. Funds may be allocated to pay for the project's fair (proportional) share of audit expenses.

D. GRANTEE CONTRIBUTION/MATCH

This RFP does not require matching funds. However, bidders are expected to provide support and/or other relevant services under other funding sources. Funding for these services should be noted in the Match column of the proposed Budget. Match is any contribution to the total project cost that is not paid for by funds of the CDSS and demonstrates an organization's fiscal commitment to the project.

E. BUDGET FORMAT AND SUMMARY

Exhibit B is the format of all budgets. The proposal should contain yearly budgets that cover the time periods/Fiscal years of the grant. One "Budget Summary" should summarize expenses for all of the projected grant years.

F. BUDGET NARRATIVE

Briefly explain the amount of funding requested and the connection to the costs associated with each item. This is used to justify costs. Bidders may submit a narrative developed in-house. All line items must be costed out, where appropriate, and must match the totals quoted in the Budget Summary.

- 1) Briefly describe how the project's proposed budget supports the stated program design and provides maximum support to the projects during each stage of the evaluation process.
- 2) Provide detail on each budget line item.
- 3) Show how funds augment but do not supplant existing funding.
- 4) Identify services and estimated match provided from other funding sources that will be used for the purposes of the grant.

TRAVEL AND PER DIEM GUIDELINES

(Revised 5/199)

California State Travel Program
Non-Represented Employees

Short Term Travel - Commercial Reimbursement Rates - In-State

Applicable when State business requires an overnight stay and the employee uses a good, moderately priced commercial lodging establishment (hotel, motel, bed and breakfast) that caters to the short term traveler, and for day trips of less than 24 hours that do not include an overnight stay. KEEP YOUR RECEIPTS.

Lodging

With a receipt, up to	\$84.00 plus tax.
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Meals and Incidentals (each 24 hour period)

Breakfast, actual to	\$ 6.00
Lunch, actual to	\$ 10.00
Dinner, actual to	\$18.00
Incidentals, actual to	\$ 6.00

Time Frames

First Day:

Trip of more than 24 hours:		
Trip begins at or before 6:00 a.m.,	--	may claim breakfast
Trip begins at or before 11:00 a.m.,	--	may claim lunch
Trip begins at or before 5:00 p.m.,	--	may claim dinner

Fractional Day after 24 hours of travel:

Trip ends at or after 8:00 a.m.,	--	may claim breakfast
Trip ends at or after 2:00 p.m.,	--	may claim lunch
Trip ends at or after 7:00 p.m.,	--	may claim dinner

Fractional Day Trip of less than 24 hours of travel:

Trip must begin at or before 6:00 a.m. and end at or after 9:00 a.m., in order to claim breakfast.

Trip must begin at or before 4:00 p.m. and end at or after 7:00 p.m., in order to claim dinner.

No lunch or incidentals may be claimed.

NOTE: Full meals included in airfare, or hotel and conference fees, or otherwise provided may not also be claimed for reimbursement. The same meal may not be claimed more than once on any date. Continental breakfasts of rolls, coffee and juice are not considered full meals.

Receipts are not required for regular travel meals or incidentals.

Mileage Reimbursement Rates

All privately owned vehicle mileage driven on State business is subject to advance approval by the appointing authority. The rate claimed shall be considered full reimbursement for all costs related to the operation and maintenance of the vehicle, including both liability and comprehensive insurance.

Automobile	34 cents per mile
Special vehicle with certification up to	37 cents per mile
Private aircraft up to	50 cents per mile
Bicycle up to	4 cents per mile

If dropped off and picked up at a common carrier and no parking expense is claimed, mileage to and from the common carrier may be claimed at the above appropriate rate times twice the number of miles you actually occupy the vehicle (pays for each round trip).

Projects may use their own travel expense claim forms.

If local mileage reimbursement rates differ from State rates, grantees may augment the rate by other funds, but may only reimburse up to the State level.

VII. EXHIBITS

A. Scope of Work

B. Budget and Budget Summary

C. Cover Page

D. Proposal Rating Matrix

E. Documents Required for Submission with Proposal:

- **Drug Free Workplace (E-1)**
- **Nondiscrimination Clause (E-2)**
- **Authorized Signature Designee (E-3)**

F. RFP Checklist

Evidence Based Clearinghouse

OFFICE OF CHILD ABUSE
PREVENTION

EXHIBIT A
SCOPE OF WORK

BIDDER _____

PLAN FOR CLEARINGHOUSE ON EVIDENCE BASED PRACTICE - 03-02

GOAL 1: Develop a formal process for the implementation and maintenance of an Evidence Based Practice Clearinghouse for the child welfare field in the State of California.

OBJECTIVES	ACTIVITIES	TIME FRAME	EVALUATION OF PROGRESS

Clearinghouse for Evidence Based Practice for Child Welfare

Evidence Based Clearinghouse

**OFFICE OF CHILD ABUSE
PREVENTION**

**EXHIBIT A (continued)
SCOPE OF WORK**

BIDDER: _____

Goal 2: Design a web-based Child Welfare Services Clearinghouse that supports access to and application of evidenced based practices in the field of social work

OBJECTIVES	ACTIVITIES	TIME FRAME	EVALUATION OF PROGRESS

Clearinghouse for Evidence Based Practice for Child Welfare

OFFICE OF CHILD ABUSE
PREVENTION

**EXHIBIT B
BUDGET**

BIDDER _____

BUDGET PERIOD: SFY _____

TIME PERIOD (circle): SUMMARY YEAR 1 YEAR 2 YEAR 3 YEAR 4

1		2	3
PERSONNEL POSITIONS/ TITLES	PERCENT TIME ON PROJECT	TOTAL STATE SUPPORT(SALARY & BENEFITS)	GRANTEE MATCH (NOT REQUIRED)
(A) TOTAL SALARY & BENEFITS		(A)	
SUBCONTRACTS (LIST)	N/A		
(B) TOTAL SUBCONTRACT EXPENSES:		(B)	
OPERATING EXPENSES:		COST	
(C) TOTAL OPERATING EXPENSES	N/A	(C)	
(D) AUDIT		(D)	
		(E)	
(E) TOTAL STATE SUPPORT			

(RFP 03-02-revised 9/17/2003)

**OFFICE OF CHILD ABUSE PREVENTION
REQUEST FOR PROPOSALS: 03-02
CLEARINGHOUSE FOR EVIDENCE BASED PRACTICE FOR CHILD WELFARE**

PROPOSAL COVER

California Department of Social Services
Office of Child Abuse Prevention
CWS RFP 03-02: Attn. Gartia Bansah
744 P Street, MS 19-82
Sacramento, California 95814

Subject: CDSS Request for Proposals 03-02

From: _____
Name of organization submitting proposal

Address: _____

Contact Person: _____ **Phone:** _____

FAX: _____ **EMAIL:** _____

Signature and printed name of Organization's Board Director or authorized Agent

Subcontractors/Collaborators (list, if any) _____

 *Please use this form as the top page of the proposal.*

EXHIBIT D**OFFICE OF CHILD ABUSE PREVENTION****EXHIBIT D****REQUEST FOR PROPOSALS: CLEARINGHOUSE FOR EVIDENCE BASED PRACTICE FOR CHILD WELFARE PRACTICE****PROPOSAL RATING MATRIX****MAXIMUM POINTS: 225**

HIGHEST SCORE: 31-40 = MAKES A STRONG CASE	MIDDLE SCORE: 21-30 = MAKES AN ADEQUATE CASE	MIDDLE SCORE: 11-20 = MAKES A SERIOUSLY LIMITED CASE	LOW SCORE: 1-10 = FAILS TO MAKE A CASE	DOES NOT ADDRESS ISSUE= 0
I. EXPERIENCE/BIDDER'S QUALIFICATIONS Credibility of bidder is fully established. Bidder demonstrates strong background in convening a knowledgeable advisory group, and working with multidisciplinary groups. Bidder exceeds minimum required 15 combined years experience in research (California and nationally) with a focus on child welfare practice and reform. Bidder provides evidence of extensive experience and understanding of current trends in EBP; experience and broad base background in research skills and interpretations; strong evidence of working with and the development of EBP in child welfare services; and designing a clearinghouse for social work practice or similar social policies programs. Proof of qualifications and organization's reliability demonstrates positive results on previous clearinghouse projects.	I. EXPERIENCE/BIDDER'S QUALIFICATIONS Credibility of bidder is established. Bidder demonstrates adequate background in convening a knowledgeable advisory group and working with multidisciplinary groups. Bidder demonstrates minimum of 15 years experience and background in research (California and nationally) with a focus on child welfare practice and reform. Bidder provides evidence of adequate research experience and understanding of current trends in EBP; adequate experience and background in research skills and interpretations; moderate level of working with and the development of EBP in child welfare services and designing a clearinghouse for social work practice or similar social policies programs. Proof of qualifications and organization's reliability demonstrates adequate results on previous clearinghouse projects.	I. EXPERIENCE/BIDDER'S QUALIFICATIONS Credibility of bidder is not well established. Bidder demonstrates limited background in convening a knowledgeable advisory group and working with multidisciplinary groups. Bidder demonstrates less than minimum of 15 years and has limited experience and background in research (California and nationally) with a focus on child welfare practice and reform. Bidder provides evidence of limited research experience and understanding of current trends in EBP; limited experience and background in research skills and interpretations; limited evidence of working with and the development of EBP in child welfare services and designing a clearinghouse for social work practice or similar social policies programs. Limited proof of qualifications and organization's reliability demonstrates marginal results on previous clearinghouse projects.	I. EXPERIENCE/ BIDDER'S QUALIFICATIONS Credibility of bidder is not established. Bidder fails to demonstrate background in convening a knowledgeable advisory group and working with multidisciplinary groups. Bidder fails to meet minimum of 15 years experience and provides no evidence of previous experience or background in research (both California and nationally) with a focus on child welfare practice and reform. Bidder provides no understanding of current trends in EBP; fails to show experience and background in research skills and interpretations; shows no evidence of EBP in child welfare services and designing a clearinghouse for social work practice or similar social policies programs. Organization's qualifications and reliability demonstrates marginal to poor results on previous clearinghouse projects.	I. EXPERIENCE/ BIDDER'S QUALIFICATIONS Insignificant or no mention of most issues. Support documentations neutral to poor, fail to indicate ability of bidder's organization, reliability or results.

EXHIBIT D

HIGHEST SCORE: 31-40 = MAKES A STRONG CASE	MIDDLE SCORE: 21-30 = MAKES AN ADEQUATE CASE	MIDDLE SCORE: 11-20 = MAKES A SERIOUSLY LIMITED CASE	LOW SCORE: 1-10 = FAILS TO MAKE A CASE	DOES NOT ADDRESS ISSUE= 0
II. ABILITY AND PLAN TO GET A QUICK START ON ADVISORY GROUP ACTIVITY Realistic and strong knowledge of group process, engaging participants, and understanding of staff time required. Strong knowledge of group flexibility, outreach and networking strategies. Demonstrates experience in planning and implementing effective advisory groups that are diverse and knowledgeable.	II. ABILITY AND PLAN TO GET A QUICK START ON ADVISORY GROUP ACTIVITY Realistic and adequate knowledge of group process, engaging participants, and moderate level of understanding of staff time required. Adequate knowledge of group flexibility, outreach and networking strategies. Demonstrates adequate experience in planning and implementing effective advisory groups that are diverse and knowledgeable.	II. ABILITY AND PLAN TO GET A QUICK START ON ADVISORY GROUP ACTIVITY Limited knowledge of group process and skills in engaging participants; limited level of understanding of staff time required. Limited knowledge of group flexibility, outreach and networking strategies. Demonstrates some experience in planning and implementing effective advisory groups that are diverse and knowledgeable	II. ABILITY AND PLAN TO GET A QUICK START ON ADVISORY GROUP ACTIVITY Unrealistic and poor knowledge of group process and skills in engaging participants; no evidence of understanding of required staff time. Poor knowledge of group flexibility, outreach and networking strategies. Poor evidence of ability to plan and implement an effective advisory group that is diverse and knowledgeable.	II. ABILITY AND PLAN TO GET A QUICK START ON ADVISORY Insignificant or no indication that can perform this function.
HIGHEST SCORE: 31-40 = MAKES A STRONG CASE	MIDDLE SCORE: 21-30 = MAKES AN ADEQUATE CASE	MIDDLE SCORE: 11-20 = MAKES A SERIOUSLY LIMITED CASE	LOW SCORE: 1-10 = FAILS TO MAKE A CASE	DOES NOT ADDRESS ISSUE= 0
III. REQUIRED DOCUMENTS Budget and Budget Narrative completed correctly. Budget is reasonable with no inappropriate costs and demonstrates high understanding of program requirements. Narrative clearly describes activities, products and time lines. All required documents included.	III. REQUIRED DOCUMENTS Budget and Budget Narrative completed with few errors and omissions. Budget is reasonable and demonstrates adequate understanding of program requirements. Narrative describes activities and time lines. All required documents included.	III. REQUIRED DOCUMENTS Budget and Budget Narrative not completed correctly. Budget contains inappropriate costs and demonstrates limited understanding program requirements. Narrative is limited in describing activity, and time lines. One or more required documents omitted.	III. REQUIRED DOCUMENTS Budget and Budget Narrative not completed correctly and is incomplete. Budget contains inappropriate costs, errors and demonstrates poor understanding of program requirements. Narrative is poor in describing activities, and time lines. Two or more required documents omitted.	III. REQUIRED DOCUMENTS Bidder did not submit sufficient Budget and Budget Narrative; most required documents omitted.

EXHIBIT D

HIGHEST SCORE: 31-40 = MAKES A STRONG CASE	MIDDLE SCORE: 21-30 = MAKES AN ADEQUATE CASE	MIDDLE SCORE: 11-20 = MAKES A SERIOUSLY LIMITED CASE	LOW SCORE: 1-10 = FAILS TO MAKE A CASE	DOES NOT ADDRESS ISSUE= 0
IV. CLEARINGHOUSE Demonstrated strong experience in designing and maintaining a clearinghouse; The example cited by the bidder indicates this experience and Clearinghouse was well organized; creative and easy to use and learn; strong research data available to social welfare is current and pertinent to child welfare practice/family strengths; Staff is highly knowledgeable and experienced about clearinghouse; shows strong cultural competency; information and resources (publications) are available; Clearinghouse exceeds CDSS implementation including literature, research, evaluation, tools, methods, curricula, funding source, statutes and regulations; workload implications, community organization approaches, resource development strategies, costs, program guides, protocols and procedures for ongoing additions and maintenance of Clearinghouse.	IV. CLEARINGHOUSE Some experience in designing and maintaining a clearinghouse. The example cited by the bidder indicates adequate experience and clearinghouse is adequately organized; shows adequacy for usage and learning; average current research data available to social welfare field pertinence to child welfare practice/family strengths. Staff is adequately knowledgeable and experienced about clearinghouse; Some cultural competency, information/resources (publications) are available; Clearinghouse adequately meets adequate CDSS implementation including minimum literature, research, evaluation, tools, methods, curricula, funding source, statutes and regulations; workload implications, community organization approaches, resource development strategies, costs, program guides, protocols and procedures for ongoing additions and maintenance of Clearinghouse.	IV. CLEARINGHOUSE Limited experience in designing and maintaining a clearinghouse. The example cited by the bidder indicates limited experience and clearinghouse is fairly organized; shows limitations for usage and learning; limited current research data available to social welfare field pertinence to child welfare practice/family strengths. Staff is adequately knowledgeable and experienced about clearinghouse; Limited cultural competency, information/resources (publications) are available; Clearinghouse is limited in meeting CDSS implementation, including minimum literature, research, evaluation, tools, methods, curricula, funding source, statutes and regulations; workload implications, community organization approaches, resource development strategies, costs, program guides, protocols and procedures for ongoing additions and maintenance of Clearinghouse.	IV. CLEARINGHOUSE Fails to demonstrate experience in designing and maintaining a clearinghouse. The example cited by the bidder fails to show sufficient experience and clearinghouse is not organized; shows difficulty for usage and learning; Fails to show current research data available to social welfare field pertinence to child welfare practice/family strengths. Fails to show staff is knowledgeable and experienced about clearinghouse; Poor cultural competency, information/resources (publications) are available; Clearinghouse does not meet CDSS implementation including minimum literature, research, evaluation, tools, methods, curricula, funding source, statutes and regulations; workload implications, community organization approaches, resource development strategies, costs, program guides, protocols and procedures for ongoing additions and maintenance of Clearinghouse..	IV. CLEARINGHOUSE Insufficient information provided, indicates no working knowledge or experience of Clearinghouse.

EXHIBIT D

SECTION	I. EXPERIENCE/BID-DER'S QUALIFICATIONS	II. ABILITY AND PLAN TO GET A QUICK START ON ADVISOTY GROUP ACTIVITY RESEARCH	III. REQUIRED DOCUMENTS	IV. CLEARINGHOUSE	TOTAL ALL SECTIONS
SCORE					

TOTAL SCORE _____

STATE OF CALIFORNIA
DRUG-FREE WORKPLACE CERTIFICATION
 STD.21 (REV. 12-93)

CERTIFICATION

I, the official named below, hereby swear that I am duly authorized legally to bind the contractor or grant recipient to the certification described below. I am fully aware that this certification, executed on the date below, is made under penalty of perjury under the laws of the State of California.

GRANTEE/BIDDER ORGANIZATION NAME	FEDERAL ID NUMBER
BY (Authorized Signature)	DATE EXECUTED
PRINTED NAME AND TITLE OF PERSON SIGNING	TELEPHONE NUMBER (Include Area Code)

GRANTEE/BIDDER ORGANIZATION'S MAILING ADDRESS

The contractor or grant recipient named above hereby certifies compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace. The above named contractor or grant recipient will:

1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a).
2. Establish a Drug-Free Awareness Program as required by Government Code Section 8355(b), to inform employees about all of the following:
 - (a) The dangers of drug abuse in the workplace,
 - (b) The person's or organization's policy of maintaining a drug-free workplace,
 - (c) Any available counseling, rehabilitation and employee assistance programs, and
 - (d) Penalties that may be imposed upon employees for drug abuse violations.

EXHIBIT E-1 (CONTINUED)

3. Provide as required by Government Code Section 8355(c), that every employee who works on the proposed contract or grant:
 - (a) Will receive a copy of the company's drug-free workplace policy statement, and
 - (b) Will agree to abide by the terms of the company's statement as a condition of employment on the contract or grant.

4. At the election of the contractor or grantee, from and after the "Date Executed" and until September 30, 2001, the State will regard this certificate as valid for all contracts or grants entered into between the contractor or grantee and this State agency without requiring the contractor or grantee to provide a new and individual certificate for each contract or grant. If the contractor or grantee elects to fill in the blank date, then the terms and conditions of this certificate shall have the same force, meaning, effect and enforceability as if a certificate were separately, specifically, and individually provided for each contract or grant between the contractor or grantee and this State agency.

STATE OF CALIFORNIA
NONDISCRIMINATION COMPLIANCE STATEMENT
STD. 19(REV. 2-93)

ORGANIZATION NAME

The Company named above (hereinafter referred to as "prospective contractor") hereby certifies, unless specifically exempted, compliance with Government Code Section 12990 (a-f) and California Code of Regulations, Title 2, Division 4, Chapter 5 in matters relating to reporting requirements and the development, implementation and maintenance of a Nondiscrimination Program. Prospective contractor agrees not to unlawfully discriminate, harass or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40), marital status, and denial of family care leave.

CERTIFICATION

I, the official named below, hereby swear that I am duly authorized to legally bind the prospective contractor to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

OFFICIAL'S NAME

DATE EXECUTED

EXECUTED IN THE COUNTY OF

PROSPECTIVE GRANTEE'S SIGNATURE

PROSPECTIVE GRANTEE'S TITLE

PROSPECTIVE GRANTEE'S LEGAL NAME

CDSS, OFFICE OF CHILD ABUSE PREVENTION

AUTHORIZED SIGNATURE DESIGNEE

This form designates an individual to sign the Agreement on behalf of the agency and also authorizes an alternate individual to sign invoices. The person authorizing the signature must be the Chairperson of the Board of Supervisors or Board of Directors, the Regents of the University or another person who has signature authority for the agency.

A. Signature Designation for the Agreement

The following person is designated to sign the Agreement on behalf of the agency:

Name _____ Signature _____

Authorized by:

Name _____ Title _____

Signature _____ Date _____

B. Alternate Signature Designation for Invoices (if desired)

The following person(s) is/are designated to sign invoices on behalf of the agency:

Name _____ Signature _____

Name _____ Signature _____

Authorized by:

Name _____ Title _____

Signature _____ Date _____

RFP CHECKLIST

The following list identifies all items that should be submitted in your proposal package.

☐ **Cover Page** (Exhibit C)

☐ **Table of Contents:** A table of contents with corresponding page numbers for each section of the proposal.

Narrative Requirements: Please see RFP Section III for additional details about the following Narrative Requirements.

☐ **Project Narrative**

☐ **Scope of Work** (Exhibit A)

☐ **Budget and Budget Summary** (Exhibit B)

☐ **Budget Narrative**

Administrative Requirements: The following administrative requirements must be completed and submitted with the proposal:

☐ **Tax Documents** (for private, nonprofit organizations): Attach the IRS or FTB tax status determination letter for your agency and indicate if you are a private foundation. For for-profit organization and individual submit business license or tax identification number.

☐ **Financial Statement:** A copy of the organization's latest financial statement.

☐ **Articles of Incorporation:** A copy of the Articles of Incorporation, and an Authorization from the governing board allowing submission of the proposal.

☐ **List of Board of Directors Members**

☐ **Letter of Cooperation:** Letter from the governing body of the agency approving the submission of proposal and agreeing to cooperate with the terms and requirements of grant.

☐ **Required Signed Documents** (Exhibit E)

☐ **An original plus four (4) copies of the complete proposal.**